



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## CASE MANAGEMENT SPECIALIST II

Job Number: 20001178

Job Code: 65020V160916

Job Group: 6500 - PUBLIC ASSISTANCE

Job Established: 03/01/1998

Job Revised: 09/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties in the assessment and provision of family centered services directed toward family self-sufficiency. Determines continuing eligibility for public assistance programs; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have one year of experience in social work, counseling, providing direct services to individuals and/or families (i.e., employment services, community action agencies) or experience in reviewing, monitoring, determining eligibility for and/or administering Food Stamps, Kentucky Transitional Assistance Program, Medical Assistance, Child Support or other public assistance programs.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in social work, counseling, providing direct services to individuals and/or families (i.e., employment services, community action agencies) or experience in reviewing, monitoring, determining eligibility for and/or administering Food Stamps, Kentucky Transitional Assistance Program, Medical Assistance, Child Support or other public assistance programs will substitute for the required education on a year-for-year basis up to a maximum of three years.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides family-centered services including needs assessment and explaining agency services. Negotiates and develops an employment focused transitional assistance plan designed specifically for each family. Screens for risk factors and/or barriers. Identifies resources and makes appropriate referrals while ensuring that services are coordinated. Facilitates provision of supportive services such as childcare and transportation. Encourages and assists with the exploration of work opportunities. Makes referrals to agencies/employers for job readiness, job development and job placement. Completes appropriate forms and gathers required documentation to determine program eligibility. Maintains ongoing records of participant plans/activities and monitors progress toward family self-sufficiency. Collaborates with community partners. Assists participants in the development of problem solving skills. Makes home visits.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Performs job duties in an office setting and visits clients in their homes.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*